



# **Hudson Valley Shakespeare Festival:**

## **Executive Assistant, Part-Time hourly**

### **Opportunity in Brief**

Hudson Valley Shakespeare Festival (HVSF) has undergone tremendous artistic and programmatic evolution in recent seasons under the leadership of Artistic Director Davis McCallum and Managing Director Kate Liberman, including the infusion of new and contemporary works for the stage, transfers of HVSF productions to peer theaters, and a major investment in community engagement and art-making initiatives. HVSF is now laying the foundation for its next phase, offering its artists and audiences in the Hudson Valley region a much-needed source of inspiration and optimism as they look to the post-COVID era together, designing and building its first ever permanent home.

HVSF seeks a highly motivated, skilled Executive Assistant to support the team at this exciting point in the Festival's history. They will help to manage the schedules of the Artistic Director and Managing Director as they build towards HVSF's future in meetings with staff, Board Members, donors, consultants, and other third parties. This position is heavily clerical, requires a precise attention to detail, an ability to think quickly and prioritize tasks, and an ability to maintain a positive attitude and composure under pressure. The successful candidate is someone who multi-tasks and wishes to master minutia in service of the organization's success. The responsibilities for this position can be executed remotely.

### **HVSF Mission Statement**

Rooted in the landscape of the Hudson Valley, with the plays of William Shakespeare as our touchstone, HVSF engages the widest possible audience in a theatrical celebration of our shared humanity.

### **HVSF Vision**

We are a classical repertory theater that embraces the present moment, and our work springs from the most essential of elements — actor, audience, language, and landscape. As both a local community hub and a national arts destination, we foster meaningful human connections at the convergence of nature and culture.

### **HVSF Core Values**

Excellence, Inclusion, Generosity, Playfulness, Sustainability

### **About HVSF**

Founded in 1987, the Hudson Valley Shakespeare Festival is a critically acclaimed, professional, non-profit theater company based in Garrison, NY. The Festival has established a reputation for lucid, engaging, and highly inventive productions staged under this iconic, open-air Theater Tent overlooking the Hudson River at historic Boscobel House and Gardens. In recent years, the Festival has also ventured beyond the Tent, touring its work to other venues throughout the Hudson Valley, transferring productions to other theaters, engaging its community through radically participatory art-making, and reaching over 15,000 students and educators annually through its year-round

Education programs. Over the years, HVSF's exuberantly irreverent productions have gained a devoted following. Critics from The New York Times, The New Yorker, and The Wall Street Journal have applauded the clarity, energy, wit, and imagination of our productions, and the unique and playful nature of the actor-audience relationship under the tent. Every summer, over 35,000 friends and supporters come together under this tent to enjoy vibrant productions in one of the most unique and exciting performance venues in the American Theater. In 2019, a philanthropist offered HVSF 98 acres of river-view property in Garrison to create its first-ever permanent home. In 2021, HVSF was one of the very first theaters to re-open in New York State after a long absence due to the Covid Pandemic. The company continues to move forward in its plans to create a permanent outdoor theater campus overlooking the Hudson, to open in the 2024 summer season.

## **Executive Assistant Job Description**

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The Executive Assistant will be an integral part of the HVSF team with primary responsibility for supporting the Artistic Director and Managing Director with key administrative responsibilities. This individual also works with the Executive team, Board Members, General Manager, and Director of Development to facilitate stakeholder relationships and support long-term strategies for the organization.

In addition, the Executive Assistant will:

- Maintain the Artistic Director and Managing Director's calendars, including but not limited to heavy email and phone communication for purposes of arranging and maintaining the schedule, coordination of internal and external conference calls, zoom meetings and confirmation of all meetings with multiple parties.
- Manage and maintain shared institutional calendar in close consultation with senior staff
- Schedule internal and external meetings and appointments for the leadership team
- Conduct research, as assigned
- Prepare correspondence and respond to email and phone inquiries, as assigned
- Work with staff leadership to facilitate communication with HVSF Board of Directors including, but are not limited to scheduling Executive, Finance, Development, Strategic Planning, Equity Diversity and Inclusion, and Nominating Committee meetings, and all Board meetings; and creating agendas and information packets as needed
- Coordinate logistics for Board meetings and events
- Attend all Board meetings and take minutes
- Assist in reconciling Managing Director and Artistic Director's credit card expenses in support of the finance department.
- Preparing correspondence for key donors and other stakeholders when appropriate
- Assist in fundraising and donor cultivation efforts and events
- Maintain administrative systems in relevant areas, including board, donor, and ticket database and files
- Support HVSF events – virtual and in-person during the season
- Provide general support to Artistic Director and Managing Director including but not limited to small tasks and requests appropriate to the workplace
- Other duties as assigned

## Qualifications and Experience

The Executive Assistant must:

- Demonstrate 1-2 years experience in administration or related fields
- Have a high level of confidence with managing the technology of remote work, including but not limited to Google calendar, Zoom, Doodle, etc.
- Have an aptitude for maintaining multiple clear lines of communication in a fast-moving work environment.
- Possess excellent organizational, written/oral communication, and interpersonal skills
- Demonstrate experience in working with volunteers and donors
- Possess the ability to multitask and stay focused, with keen attention to detail, particularly in contact management, correspondence, and scheduling duties
- Be graceful and diplomatic in maintaining various business relationships
- Demonstrate strong writing, editing, and proofreading skills.

## Terms and compensation

This is a part-time, hourly position, which may require the ability to work nights and weekends. A competitive hourly wage will be commensurate with skills and experience, with an estimated range of \$20-\$25/hour for an estimated 20 hours per week. The work for this position can be completed remotely, other than occasional in-person attendance at select fundraising events. All staff members at HVSF are required to be fully vaccinated against COVID19.

## Instructions to Apply or Nominate

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HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from people of color and women. Candidates from populations underrepresented in the theater field are strongly encouraged to apply.

Please submit a cover letter, resume, and three references via email to [kliberman@hvshakespeare.org](mailto:kliberman@hvshakespeare.org)